



## JOB DESCRIPTION

Position Title	Senior Manager, Academic Operations
Department	Academic Operations
Reporting To	Director, Academic Operations
Type of Position	Full Time

### POSITION DESCRIPTION

Senior Manager, Academic Operations will be primarily responsible to strategize and manage all the processes related to recruitment and selection of academic positions, including faculty, academic administrators, Global and Dean's fellows, visiting scholars, and research assistants. The incumbent will directly coordinate with Deans and Program Directors to ensure efficient management of academic recruitment services. In addition, the incumbent will also be responsible to provide oversight to other key faculty HR processes, including but not limited to on-boarding, contract renewals, annual reviews, promotions and sabbatical.

### DUTIES AND RESPONSIBILITIES

#### Academic Recruitment Strategy and Planning:

- ✓ Spearhead the academic recruitment function within the Academic Operations Department, ensuring strategic and effective recruitment processes.
- ✓ Continuously review and enhance the faculty recruitment and onboarding strategy to optimize its effectiveness and alignment with organizational strategic objectives.
- ✓ Identify appropriate faculty recruitment forums, portals, and strategies, and develop compelling advertisements and communication messages to attract top-tier faculty from global pool of candidates.

#### Application and Selection Process Management:

- ✓ Ensure efficient organization of applications and maintain accurate application records throughout the recruitment process and beyond.
- ✓ Collaborate with key stakeholders, including Program Directors and Deans, to ensure that recruitment processes follow the due process and comply to set timelines.

#### Contracts and Performance Management:

- ✓ Implement best practices in preparing new and renewing contracts, ensuring clarity and adherence to university policies and procedures.
- ✓ Ensure timely completion of the the probation review and annual review processes for faculty, facilitating constructive feedback and performance evaluations.

#### Data Management and Reporting:

- ✓ Ensure accuracy and timeliness of faculty-related data, overseeing updates to faculty profiles on the university website.
- ✓ Provide support to departmental staff in managing faculty and recruitment data and dashboards, promoting efficient data management practices.

#### Others:

- ✓ Ensure timely implementation of the annual faculty promotion process, facilitating a fair and transparent process.
- ✓ Lead the faculty onboarding process, overseeing its effective implementation by engaging relevant stakeholders and providing necessary support and guidance.
- ✓ Prepare presentations and other communications on recruitment as required by the Director and other relevant offices, effectively conveying recruitment strategies and outcomes.

### REQUIRED JOB SPECIFICATIONS

Required Qualification	MBA in Human Resource Management or similar qualifications
Required Experience	✓ 4+ years of relevant experience, preferably in an education institution

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<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Leadership and Team Management (Planning, organizing, directing)	High
2.	Strategic Thinking	High
3.	Communication and Interpersonal Skills	High
4.	Problem-Solving and Decision-Making	Medium
5.	Customer Service Orientation	High
6.	Data Management and Report	Medium
7.	Technical Proficiency (MS Office, online systems etc.)	High

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department

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